



Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

Term Effective: Spring 2008
Semester Year

Title: Resume And Cover Letter Writing
(limit to 50 characters including spaces)

Course Number: BOT 73

Initiator: Terri Robertson

Date Submitted: 11/8/2007

Units Min: 0.50

If this is a variable unit course, then the relationship between units and any difference in expected SLO's should be explained.

Units Max: 0.50

Lecture Hours: 0.00 to 0.00

Lab Hours: 0.00 to 0.00

Activity Hours: 0.00 to 0.00

Student Learning Outcomes: *(Enter the SLO's in an outline format. Use the Ctrl + Tab keys to indent for subtopics.)*

1. Plan and complete a professional, polished resume for student portfolios.
2. Understand the purpose of a cover letter and complete one for student portfolios.

These will be assessed by reviewing completed student resumes and cover letters.

SIGNATURES / APPROVALS:

Instructor(s)

Signature

Date

Instructor(s)

Signature

Date